



LIBRARY COPY

NAVDAC 17.2

BLDG 200 WNY

DEPARTMENT OF THE NAVY

OFFICE OF THE CHIEF OF NAVAL OPERATIONS

WASHINGTON, DC 20350

W/CH

IN REPLY REFER TO

OPNAVINST 1500.8M

OP-111

18 SEP 1986

OPNAV INSTRUCTION 1500.8M

From: Chief of Naval Operations

Subj: NAVY TRAINING PLANNING PROCESS

Ref: (a) OPNAVINST 1500.11G (NOTAL)
(b) OPNAVINST 4950.1G (NOTAL)
(c) OPNAV P-111-1-86 (Navy Training Plan Manual)
(d) OPNAVINST 1500.51A (NOTAL)
(e) OPNAVINST 5311.7 (NOTAL)
(f) OPNAVINST 5000.50 (NOTAL)
(g) OPNAVINST 4490.2C (NOTAL)
(h) OPNAVINST 3500.34C (NOTAL)
(i) OPNAVINST 1000.16E (NOTAL)
(j) NAVCOMPT Manual, Volume 7
(k) OPNAVINST 1550.8A (NOTAL)
(l) NAVFAC P-80, Vol I, (Facility Planning Factor Criteria for Navy and Marine Corps Shore Installations)

Encl: (1) Navy Training Planning Process
(2) Navy Training Plan Responsibility Assignment

1. Purpose. To revise policies and procedures, for development of Navy Training Plans (NTPs) and to assign responsibilities for the development actions necessary to provide life cycle manpower, personnel, and training (MPT) support for total ships, aircraft, systems, subsystems, equipment, and non-hardware oriented developments. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1500.8L

3. Scope

a. New developments. The term "new developments" applies to new aircraft, equipment, system, subsystem, non-hardware or total ship developments; ships and equipment transferred to the Naval Reserve; Reserve Programs; area training requirements or mission continua.

b. Planning for training. The term "training" applies to both training and education and should be applied within that context.

(1) Planning for training for U. S. Navy, Naval Reserve, U. S. Marine Corps, Marine Corps Reserve, and appropriate civilian and foreign personnel; and joint service personnel when

a multi-service adaption of a new system, equipment, or other development is introduced by the Navy.

(2) When planning for training that introduces technological and managerial developments, expanding or updating existing NTPs with current information, and reestablishing previous training programs which require acquisition or allocation of MPT resources. This will occur throughout the life cycle of the development. More guidance in planning aviation and foreign training is provided in references (a) and (b), respectively.

c. Naval Nuclear Power Training Program. This instruction is subject to restrictions imposed by agreements between the Department of the Navy and the U. S. Energy Research and Development Administration which affect overall training programs for personnel associated with operation and maintenance of nuclear propulsion plants.

4. Background

a. The planning for training process is evolutionary and begins early in the Weapon System Acquisition Process (WSAP) with development of MPT Concept Document (MPTCD) and MPT Resource Requirements Document (MPTRRD). As the weapon system matures, the MPT information in these documents forms the basis for NTP preparation and the MPT planning transitions to the NTP process which defines the MPT requirements over the life of the program.

b. The Navy Training Planning Process has now evolved to the point that in addition to aircraft, equipment, subsystem, system, and total ship NTPs, a need exists to identify the training requirements of the Reserve Force, specific geographical area training, (e.g., training activities, Reserve Readiness Centers, and Battlegroup homeports), and time-phased training to support warfare mission areas, (e.g., Electronic Warfare (EW) or Anti-Submarine Warfare (ASW)). This has led to the establishment of the Reserve Program NTP, Area NTP and the Continuum Training Plan (CTP).

c. The Navy Training Planning process is fully described in enclosure (1). The instructions and format for drafting an NTP are contained in the Navy Training Plan Manual, reference (c).

5. Policy

a. The approved NTP is the principal document stating training, billets, personnel, military construction and training material support requirements to support the introduction and operational use of new developments. It shall be used as the primary guide for MPT program and budget submissions.

18 SEP 1986

b. As required by reference (d), approved NTP resource requirements will be programmed to ensure that Ready for Training (RFT) and Initial Operational Capability (IOC) dates will be met, and that MPT requirements are sustained over the system's life cycle. The proposed NTP can be used to initiate programming actions.

c. MPT requirements for all systems will be identified and addressed using the Military Manpower/Hardware Integration (HARDMAN) Methodology in accordance with reference (e).

d. The acquisition, management and support of training devices shall be planned and implemented per reference (f).

e. As specified in reference (g) the availability of operational equipment and technical manuals for training purposes shall be assigned the highest priority when acquiring a new development that will be manned and operated by Navy personnel. Initial production hardware and associated technical manuals for a new development will be provided to the Training Agencies (TAs).

6. NTP Procedures and Time Requirements. The procedures described below trace the path and time requirement for the development of an NTP. Responsibilities for NTP development by command are stated in paragraph 7 and outlined in enclosure (2).

a. MPTCD/MPTRRD. These initial MPT documents will be developed prior to Milestone I in the WSAP to insure MPT issues are identified, addressed, and assessed as early acquisition decisions are made.

b. PSMD/PSQMD. The Proposed Ship and Squadron Manning Documents (PSMD/PSQMD) will be developed based on the Required Operational Capability/Projected Operational Environment (ROC/POE) and MPTRRD. The PSMD is required one year prior to the initial Navy Training Plan Conference (NTPC). The PSQMD is included as part of the draft NTP.

c. Draft NTP. For new programs, the draft NTP will be developed using the MPTCD and MPTRRD as the source documents and for updated/ revised programs, the draft NTP will be based on the last approved NTP. The draft NTP will be reviewed by OPNAV sponsor 14 days prior to distribution. Ensure distribution to appropriate commands for comment no later than 60 days prior to the NTPC. CNO (OP-01) will assign a NTP number to the draft NTP.

d. NTP Conference. The comments and recommendations on the draft NTP should be received no later than 14 days prior to the conference and those comments will determine the need for a conference. If a conference is required, minutes and action

18 SEP 1986

items resulting from the conference will be provided within 14 days after the conference.

e. Proposed NTP. The proposed NTP will be developed based on the results of the NTPC and it will be forwarded to the resource sponsors within 60 days after the NTPC. If there was no need for a NTPC, the proposed NTP will be based on the result of the comments received on the draft NTP and the comments will be provided to CNO (OP-01) with the proposed NTP. In either case, the sponsor will forward the proposed NTP to CNO (OP-01) within 30 days after receipt.

f. Approved NTP. CNO (OP-01) will approve the NTP within 30 days after receipt and then provide distribution as required. This approved NTP shall be available by the earlier date of either Milestone II of the WSAP, Operational Evaluation (OPEVAL) or by the lead time identified below based on the fleet introduction date:

- (1) 75 months if military construction is required
- (2) 6 years if major training devices RDT&E is required
- (3) 4 years for major training devices follow-on
- (4) 4 years if technical training equipment is required
- (5) 28 months if new billets are required.

g. Life Cycle. The approved NTP will be reviewed annually for necessary update, including the need for a NTPC. The approved NTP will remain in force throughout the life cycle of the program and cancelled by CNO (OP-01) when appropriate.

7. Responsibilities. The following responsibilities are assigned in the development and execution of a Navy Training Plan document. A simplified responsibility matrix is provided as enclosure (2).

a. Manpower, Personnel and Training Mission Sponsor (DCNO (MPT)).

(1) Provide policy, procedural guidance and coordinating action for planning and implementing manpower and training in support of new developments.

(2) Coordinate support efforts of offices and commands of the Navy and provide final adjudication of unresolved issues pertaining to the NTP process.

(3) Assist in defining skills and approving manpower requirements for new developments transferred to the Naval Reserve or mission continua.

(4) Coordinate identification and approval of foreign training input requirements evolving from new developments for inclusion in NTPs.

(5) Track the status of implementation of reference (f) and the development of Training Device Requirement Documents (TDRDs) and Training Effectiveness Evaluation (TEE) Plans for training devices.

(6) Provide an estimate of Permanent Change of Station (PCS) costs associated with training identified in NTPs to appropriate Deputy Chief of Naval Operations (DCNO) or Director Major Staff Office (DMSO) Program Sponsor.

(7) Approve and issue NTPs.

(8) Make appropriate programming submissions and support programming and budgetary process to implement approved NTPs.

(9) Ensure training requirements listed in NTPs are included in "A" and Navy Enlisted Classification Code (NEC) producing "C" school plans.

(10) Issue OPNAVNOTE 1543 semi-annually by 31 January and 31 July.

b. Program Sponsor

(1) Require the early and accurate identification of MPT requirements using the HARDMAN Methodology for new developments.

(2) Approve the training requirement for new developments based on the MPTCD and MPTRRD.

(3) Direct and supervise preparation of NTPs and conduct preliminary review of draft NTPs.

(4) Determine requirement for a NTP and NTPC. Chair NTPC and issue minutes and action items resulting from NTPC.

(5) Validate and provide program sponsor approval of proposed NTPs in conjunction with Resource Sponsor.

(6) Validate, integrate, and prioritize all sponsor Personnel Qualifications Standards (PQS) requirements and packages required for new developments per reference (h).

(7) Conduct annual review of NTPs and associated programs. Identify NTP changes required as a result of programming, reprogramming, budget changes, development or production schedule changes, equipment modifications, transfer to the Naval Reserve, etc. Advise all other NTP principals of circumstances and requirements for changes and initiate an NTP update if significant changes exist.

(8) Monitor/evaluate NTP implementation and quality of training provided.

(9) Forward to DCNO (MPT) by 1 January and 1 July, a list of NTPs to be developed, updated, or cancelled in the following year. Include dates and locations of anticipated NTPCs.

c. Resource Sponsor

(1) Provide funding for the early and continuing identification of MPT requirements.

(2) Program initial manpower and training material resource requirements identified in the MPTRRD.

(3) Validate and provide resource sponsor approval of proposed NTPs.

(4) Adjust or reprogram billets to support new developments. Submit quality requirements of funded billets per reference (i).

(5) Make appropriate programming submissions and support the programming and budgetary process to implement approved NTPs in compliance with reference (d).

d. Systems Commanders (SYSCOMS)

(1) Ensure that MPT analysis is conducted for all new developments using the appropriate HARDMAN Methodology.

(2) Assign to cognizant systems command code, other support agency, or designated Program Manager the responsibilities as PDA, contingent upon DCNO/DMSO program sponsor approving a training requirement, for new developments.

(3) Where applicable, ensure Principal Development Activity (PDA) responsibilities are transferred from Acquisition Manager to Logistics Manager for life cycle support.

(4) Coordinate training support actions within respective systems command.

(5) Ensure that safety and occupational health training requirements are incorporated, as required, in all training requirements.

(6) Forward to applicable DCNO or DMSO Program Sponsors by 15 December and 15 June, a consolidated list of NTPs to be updated, developed or recommended for cancellation in the following year. Include dates and locations of anticipated NTPCs.

e. Principal Development Activity (PDA)

(1) If other than SYSCOM, provide applicable Systems Commanders, by 1 December and 1 June, a list of NTPs to be developed, updated, or recommended for cancellation in the following year. Include dates and locations of anticipated NTPCs.

(2) Conduct Pre-Milestone I MPT analysis using HARDMAN Methodology. Based on MPTCD/MPTRRD, recommend for or against the need for a NTP to applicable DCNO/DMSO Program Sponsor.

(3) Establish an MPT Advisory Board to review MPTCDs and MPTRRDs.

(4) Conduct Logistic Support Analysis (LSA) to assist in determining, among other logistic requirements, qualitative and quantitative manpower requirements (military, including Training and Administration Reserve (TAR), Selected Reservists, and civilian) and training material requirements to support new developments into the active Fleet. MIL-STD-1388-1B (DoD) (NOTAL) is the standard by which the LSA is accomplished.

(5) Develop draft and proposed NTPs as directed by applicable DCNO or DMSO Program Sponsor.

(6) Identify and submit requests for new officer and enlisted classification categories necessary to support new developments.

(7) Establish program liaison with other SYSCOM offices, PDAs and Program Managers having programs that interface with the new development. Establish early liaison with Navy Manpower Engineering Center (NAVMEC), and TAs also. Liaison should focus on determining billet and personnel requirements, training input requirements, and training resource requirements. Advise applicable DCNO or DMSO Program Sponsor, via the chain of command, of any unresolved issues.

(8) As directed by the applicable DCNO or DMSO Program Sponsor, announce, host and provide administrative support for

NTPCs, and forward a proposed NTP based on changes approved and decisions made at the NTPC.

(9) Identify and employ approved training resource requirements for the following:

(a) Initial training, and curricula development for active fleet and, if required, Naval Reserve.

(b) Training equipment, training devices/simulators (including installation and check-out), training aids, and other training material.

(c) Overhaul and modernization of training equipment and training devices.

(d) Depot level overhaul, calibration, or repair of training equipment and intermediate level maintenance of training equipment when CNO has not designated a specific Intermediate Level Maintenance Activity (IMA).

(10) Provide engineering and technical services. Detail the scope and duration of these services in the NTP.

(11) Provide technical manuals/documentation for use in initial and follow-on training.

(12) Conduct regular review of NTPs and associated programs. Identify changes resulting from reprogramming, budget changes, development or production schedule changes, equipment modifications, transfers to the Naval Reserve, etc. Advise all other NTP principals of circumstances and need for changes.

(13) Advise applicable DCNO or DMSO Program Sponsor and other NTP principals of key progress, slippages, and revisions affecting development and implementation of NTPs.

f. Training Support Agency (TSA)

(1) Program and budget resources to provide initial or other specified contract training identified in NTPs. Coordinate with TA responsible for follow-on training. If required, arrange interservice contract training per reference (j).

(2) Program and budget resources to develop and provide required curricula and training materials in accordance with MIL-STD-001379C (Navy) (NOTAL). Include Data Item Descriptions (DIDs) specified by TAs. Provide for in-process review and concurrence by TA and Program Sponsor of training curricula and material (COMNAVRESFOR assist for unique Naval Reserve requirements) in accordance with reference (k).

18 SEP 1986

(3) Program and budget resources to develop, procure, deliver, and install training equipment, training devices and other training material requirements identified in NTPs as assigned by reference (j).

(4) Program and budget resources for modernization and overhaul of training equipment and training devices.

(5) Provide for alteration, conversion and rehabilitation of TA facilities when installing and removing training equipment consistent with provisions of references (j) and (l).

(6) Program and budget resource requirements for depot level overhaul, calibration or repair of training equipment. Program and budget approved resources for overhaul and calibration consistent with provisions of reference (j).

g. Training Agency (TA)

(1) Provide input to and review MPTCDs and MPTRRDs for feasibility of the training concept and adequacy of training logistics support requirements. Co-chair the MPT Advisory Board.

(2) Participate in the development of NTPs affecting training activities and programs within the Command.

(3) Provide NTP development assistance to PDA in formulating the training concept and identifying instructor-to-student and instructor-to-equipment ratios. In addition, identify new and existing training resources (billets, TTE, training material, etc.) required by the TA.

(4) Designate training sites/locations for the training programs under the cognizance of the TA. Coordinate with the applicable DCNO or DMSO Program Sponsor.

(5) Review training curricula and material developed by TSA, ensuring initial training is adequate and compatible with follow-on training and MIL-STD-001379C (Navy) (NOTAL).

(6) Assist in determining impact of new skills or technology changes in the occupational classification system, and ensure appropriate skills and technology are incorporated into updated Class "A" school curricula.

(7) Participate in NTPCs.

(8) Program and budget for manpower and other training material requirements contained in the NTP as assigned by reference (j).

18 SEP 1986

(9) Upon prioritization by DCNO/DMSO Program Sponsor, develop PQS identified in the NTP.

(10) Identify, program and budget training resource requirements for initial and follow-on training as specified in the NTP. Employ approved resources to participate in initial training and implement follow-on training.

(11) Identify, program and budget training resources for replacement of training equipment, training devices and other training material due to excessive use.

(12) Advise applicable DCNO or DMSO Program Sponsor and other NTP principals of key progress, slippages and revisions affecting implementation of NTPs.

(13) Conduct regular review of NTPs and associated programs. Identify changes resulting from reprogramming, budget changes, development or production schedule changes, equipment modifications, transfers to the Naval Reserve, etc. Advise all other NTP principals of circumstances and need for changes.

(14) Provide assistance to PDA in determining technical training requirements as they relate to Selected Reservists.

(15) Evaluate adequacy of NTPs and quality of training. Recommend actions required to improve training during development, implementation, and duration of training programs to DCNO/DMSO Program Sponsor.

(16) Alteration, conversion and rehabilitation of training activity facilities required by references (j) and (l).

h. Commandant of the Marine Corps (CMC)

(1) Provide input to and review MPTCDs and MPTRRDs for new developments affecting training of Marine Corps personnel.

(2) Participate in development of NTPs applicable to the training of Marine Corps personnel.

(3) Attend NTPCs for all NTPs pertinent to the Marine Corps.

(4) Submit recommendations to improve Navy training of Marine Corps personnel to DCNO (MPT).

(5) Provide Marine Corps approval of NTPs and NTP issues affecting the Marine Corps to the applicable DCNO Program Sponsor. The NTP or NTP issue may be either a new development or transfer of existing systems to the Marine Corps Reserve.

(6) Coordinate efforts of the Marine Corps to implement NTPs and adjudicate unresolved issues affecting Marine Corps resources.

(7) Validate skills and manpower requirements for new developments.

(8) Write or review Tables of Organization (T/Os), as necessary, to support Marine Corps programs.

(9) Make appropriate Marine Corps programming submissions to implement NTPs affecting Marine Corps.

i. Commander Naval Military Personnel Command
(COMNAVMILPERSCOM)

(1) Review new developments for impact on active and reserve communities. Assist with skill and knowledge definition and requirements based on current and projected occupational skill inventories. In the case of new skills or technology changes, their impacts on the occupational classification system shall be identified to appropriate advisors and the Enlisted Community Manager.

(2) Assist NTP development by matching knowledge and skills required by the new development to the knowledge and skills available in the current and projected personnel inventory.

(3) Conduct occupational task analyses as specified by the CNO in support of new developments.

(4) Provide data from the Navy Occupational Data Base (NODB) to appropriate SYSCOMS, project managers, and other PDAs in support of manpower and training requirements determination and validation.

(5) Assist DCNO/DMSO Program Sponsors and PDAs with occupational classification of manpower and personnel requirements.

(6) Assign planning NECs when requested by PDA.

(7) Participate in NTPCs.

(8) Select and assign requisite numbers and quality of Navy personnel to billets funded by applicable DCNO/DMSO Program Sponsor, submitted to DCNO (MPT), and documented in the appropriate MPAs. Advise all other NTP principals of inability to assign personnel to these billets.

12 SEP 1986

(9) Conduct regular review of NTPs and associated programs.

j. Navy Manpower Engineering Center (NAVMEC)

(1) Assist PDA in developing PSMD/PSQMD Manpower Documents for new ship and aircraft squadrons acquisitions.

(2) Assist in developing baseline and follow-on manpower requirements for new equipment, subsystem, and system developments using the Navy Manpower Requirements System (NMRS) or Navy Manpower Configuration Control System (NMCCS), as appropriate.

k. Naval Safety Center

(1) Provide safety technical assistance to TSA and TA in developing curricula, training equipment, training devices and audio visual aids.

(2) Review curricula, training equipment, training devices, and audio visual aids where lack of or incomplete safety training could result in an unacceptable, hazardous situation.

8. Review Procedures. This instruction and the Navy Training Plan Manual, reference (c), will be reviewed annually in June. To be included in the June review, change recommendations to this instruction and reference (c) should be submitted via the chain of command in time to be received by DCNO (MPT) (OP-111) no later than 1 June. The nature of the changes received will determine the need for a conference and, if warranted, CNO (OP-111) will host a conference in July. Revisions will be issued based on the June review or conference report.

9. Action

a. All NTPs will be developed following the policies, procedures and responsibilities contained in this instruction.

b. All NTPs will be prepared per the instructions and format contained in reference (c), Navy Training Plan Manual.

c. Deviations to any procedure, requirement or format stated in this instruction or the Navy Training Plan Manual, reference (c), must be submitted to CNO (OP-111) for approval.

d. NTPs that are in the proposed stage upon issuance of this instruction need not comply unless convenient to do so.

e. Approved NTPs will be revised per this instruction at their next scheduled update.

10. Report. Report control symbol OPNAV 1500-20 is assigned to the Navy Training Plan Status and Development Schedule required in paragraphs 7d(9), 7d(6), and 7e(1) and is approved for 3 years only from the date of Change Transmittal 1. (R)



B. C. NELSON
Director, Total Force Training and
Education Policy Division (OP-11)

Distribution:

SNDL	A2A	(Department of the Navy Staff Offices (NAVCOMPT and CNR only))
	A5	(BUPERS)
	A6	(CMC) (TDA (20), APP, ASL, ASM, APW, MPC, MMEA-84, MMOA-2, LFF)
	21A1	(CINCLANTFLT) (NRT) (N-9, N-91) (NRM) (NO4C(2))
	21A2	(CINCPACFLT) (5)
	21A3	(CINCUSNAVEUR)
	22A	(Fleet Commanders)
	23C3	(COMNAVRESFOR) (Code 04)
	24A1	(COMNAVAILANT) (N-31, 33)
	24A2	(COMNAVAILPAC) (N-31, 346)
	24D1	(COMNAVSURFLANT) (N-42)
	24D2	(COMNAVSURFPAC) (Code 612)
	25A	(COMINWARCOM)
	24G1	(COMSUBLANT) (N-521)
	24G2	(COMSUBPAC) (N-401)
	24H	(FLEET TRAINING COMMANDS)
	26B3	(COMNAVSURFRESFOR) (Code 33)
	26F3	(COMOPTEVFOR)
	26H	(FLEET TRAINING GROUP)
	26Q	(NUCLEAR WEAPONS TRAINING GROUP)
	26V	(LANDING FORCE TRAINING COMMAND)
	26Z	(SHORE INTERMEDIATE MAINTENANCE COMMAND)
	42D	(FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP)
	42RR	(COMNAVIAIRSFOR) (Code 55)
	45A1	(FLEET MARINE FORCE COMMANDS)
	45V	(EXPEDITIONARY BRIGADE AND UNIT)
	46B	(AIRCRAFT WING)
	50A	(UNIFIED COMMANDS) USCINCLANT and USCINCPAC, only)
	FD1	(COMNAVOCEANCOM)
	FE1	(COMNAVSECGRU) (3)
	FE2	(NAVSECSTA) (DIRECTIVES)
	FE4	(NAVSECGRUACT) (Winter Harbor, Sonoma, only)
	FF5	(NAVSAFECEN)

OPNAVINST 1500.8M CH-1

24 JUN 1992

Distribution (continued):

SNDL FF42 (NAVPGSCOL)
FF44 (NAVWARCOL)
FG1 (COMNAVCOMTELCOM)
FH1 (BUMED)
FJA9 (EPMAC)
FJA10 (NAVMAC) (Codes 01A, 3, 5)
FKA1A (COMNAVAIRESYSCOM) (APC-205 (20))
FKA1B (COMSPAWARESYSCOM) (SPAWAR-003-243 (20))
FKA1C (COMNAVFACECOM) (NAVFAC-09M4D)
FKA1F (COMNAVSUPSYSCOM) (NAVSUP-082 (20))
FKA1G (COMNAVSEASYSYSCOM) (CEL-MP (20))
FKM15 (ASO)
FKP4E (SURFACE WARFARE CENTER AND DIVISIONS) (Port
Hueneme, only)
FKP7 (NAVSHIPYD Mare Island) (Code 150T, only)
FKP4A (NAVSURFWARCEN COASTSYSTA)
FKR1B (NAVAVNDEPOT) (San Diego (Code 33400), only)
FKR6A (AIR WARFARE CENTER AIRCRAFT DIVISION)
(Warminster, only)
FKR7E (NAVAVNDEPOTOPSCEN)
FR12 (NAVRESFIPC)
FS1 (COMNAVINTCOM) (Code NIC-01(2))
FT1 (CNET) (10)
FT2 (CNATRA) (10)
FT5 (CNTECHTRA) (10)
FT12 (NAMTRAGRU)
FT22 (FCTC) (FCTCLANT, only)
FT24 (FLETRACEN)
FT45 (NAVSCOLEOD)
FT60 (EDTRASUPPCEN) (San Diego, only)
FT73 (NETSAFA)
FT78 (NAVEDTRAPRODEVCCEN)
V3 (COMCAB)
V12 (CG MCCDC)
OPs-01, 01R, 111(80), 113, 123(3), 132(3), 16, 02, 29(10), 03,
32, 35, 37, 39(10), 04J, 412, 05, 506, 507, 508, 514, 554(2),
59(10), 63(2), 009(2), 09R1, 09R2, 91, 914, 94, 940, 940C,
941(5), 942(4), 943(4), 945(3), 950(5), 95, 951G(5), 952(5),
953(5), 956(5))

SECNAV/OPNAV Directives Control Office
Washington Navy Yard, Bldg 200
Washington, DC 20374-5074 (30 copies)

Stocked:

Navy Aviation Supply Office
Physical Distribution Division Code 103
5801 Tabor Avenue
Philadelphia, PA 19120-5099 (100 copies)

NAVY TRAINING PLANNING PROCESS

1. MPT Planning in the Weapon Systems Acquisition Process. Early in the Weapon System Acquisition Process (WSAP), prior to Milestone I, tradeoff analysis of MPT resource requirements must be conducted to foster affordable, cost effective manpower and training support for new developments during their life cycles. Technical Program Data (TPD) is identified during the conceptual development phase of the WSAP to develop related manning and training concepts. These manning and training concepts are tailored to support alternative hardware/non-hardware designs which were constructed to satisfy a Justification for Major System New Start (JMSNS) or Operational Requirements (OR).

The HARDMAN methodology provides standard procedures for determining early alternative MPT concepts and resource requirements for trade-off analysis for all new developments. The MPT Concept Document (MPTCD) and MPT Resource Requirements Document (MPTRRD) are used to determine whether a training requirement exists and to support the Integrated Logistic Support (ILS) and LSA processes. If a training requirement does exist, an NTP may be developed at a later time in the WSAP. The NTP is prepared per this instruction and is updated periodically during the life cycle of the acquisition as the need arises to identify training billet changes and modernization, overhaul, and replacement of training material.

2. Planning and Programming Training Resource Requirements Concurrently with Development, Production, or Transfer to the Naval Reserve. The lead time to program and acquire MPT resources is normally equivalent to the lead time required for developing procuring, and installing hardware or non-hardware developments in the active Fleet. To support the ILS concepts and planning documents, training resource requirements supporting initial and follow-on training must be incorporated in the planning, programming, and budgeting process early during development and made more definitive as the development progresses. Concurrently, new knowledge and skills must be defined and subsequent changes to enlisted and officer billet classifications made. Training programs must be established or modified, and necessary changes made to manpower documents.

NTPs must be validated, approved and issued sufficiently prior to initial Fleet introduction but no later than Milestone II of the WSAP. Minimum lead times are based on the following average planning factors:

Enclosure (1)

18 SEP 1985

<u>Planning Factor</u>	<u>Manpower</u>	<u>TTE</u>	<u>Devices</u>	<u>MILCON</u>
RDT&E Prototype	-	-	24 mos.	-
MILCON Rqmts Definition	-	-	-	12 mos.
MILCON Program Develop.	-	-	-	18 mos.
Program & Budget Cycle (1)	21 mos.	21 mos.	21 mos.	21 mos.
	(billets)			
Personnel Distribution(2)	7 mos.	-	-	-
Contract Process Cycle	-	6 mos.	6 mos.	3 mos.
Procurement/Construction	-	18 mos.	18 mos.	21 mos.
Installation	-	3 mos.	3 mos.	-
TOTAL	28 mos.	48 mos.	72 mos(3)	75 mos.

(1) Based on a cycle commencing January each year.

(2) Excludes time required for training pipelines.

(3) Follow-on devices require 48 months lead time upon approval of prototype device.

3. Coordinating Training with Life Cycle of Hardware. It is essential that Offices of the Chief of Naval Operations; Commandant of the Marine Corps; Systems Commanders; Commander, Naval Military Personnel Command; Commander, Naval Reserve Force; and other principals coordinate their efforts in establishing a cost effective MPT plan for the life cycle of the new development. Developing, implementing and maintaining training programs must be closely coordinated with developing, procuring, modernizing, or altering operational equipment. Replacement personnel must be trained in required numbers on the current configuration for the full operational life of the equipment. Training material must be modernized or altered coincident with operational equipment where the number and type of ship and shore personnel skills required are affected. In addition, training material must be scheduled for periodic overhaul for serviceability and replacement when beyond economical repair.

4. Identifying Manpower Requirements. The approved NTP is the principal document stating total manpower requirements for new developments or billet assets transferred to the Naval Reserve. This includes operational billets, support billets, and those billets required for Fleet introduction or transfer. The NTP identifies the quantity and quality of billets to support the new development or transfer and will be updated as necessary. The applicable Deputy Chief of Naval Operations (DCNOs) or Directors Major Staff Office (DMSOs) must provide Navy end-strength adjustments during the annual development of the Program Objective Memorandum (POM) or, alternatively, cause reprogramming of manpower assets when an increase to Navy end-strength cannot be obtained. The quality of these billet requirements is submitted by the DCNO/DMSO Program Sponsor to DCNO (MPT) per reference (i).

Enclosure (1)

5. Identifying Personnel Requirements. The NTP shall be used as the reference in submitting personnel resource requirements. The DCNO (MPT) initiates action to recruit the required number of personnel for the Navy inventory based on funded manpower requirements. The Naval Military Personnel Command (NAVMILPERSCOM) details personnel according to Manpower Authorizations (MPAs) and Crew Scheduling and Phasing Plans (CSPPs) in the case of total ships. The Naval Reserve Personnel Center (NAVRESPERSCEN) assigns personnel according to Reserve Unit Assignment Documents (RUADs). The Marine Corps Manpower Department details personnel according to Tables of Organization (T/Os).

6. Identifying Training Input Requirements. Each DCNO/DMSO program sponsor is responsible for determining training requirements for programs within his mission areas, ensuring training plans satisfy these requirements, and establishing training programs. The NTP is the vehicle which defines resources to satisfy these requirements.

7. Identifying Facility Requirements. Facility requirements for new training must be identified as early as possible. New facilities or existing facility alterations costing in excess of \$200,000 (excluding repairs) will normally require 75 months to program, construct, and be ready to house training equipment, instructors and student personnel. As a minimum, applicable facility planning factors listed in reference (l) must be available to support the ready-for-training date. Urgently required projects, costing \$1,000,000 and under and meeting the urgency criteria of reference (j), may be obtained in approximately 24 months. If these lead times are not feasible, initial training must be incorporated into the NTP until required facilities can be programmed and developed.

8. Identifying Safety and Occupational Health Training Requirements. Safety and occupational health training will be incorporated into the training requirements for all Naval personnel. Safety and occupational health requirements applicable to new developments are provided in various Navy safety and occupational health instructions and technical manuals. Other safety and occupational health data are provided by systems safety and human factors analysis performed during the acquisition process.

9. Navy Training Planning Events. The following are key events in the planning process.

a. CNO issues the Tentative Operational Requirement (TOR).

b. Applicable SYSCOM responds to the TOR with a Development Options Paper (DOP). The DOP should address training system requirements, concepts, capabilities and characteristics.

Enclosure (1)

18 SEP 1986

- c. CNO selects option and issues OR or JMSNS.
- d. Applicable SYSCOM designates PDA for only those developments under that SYSCOM cognizance. The PDA for all other developments will be designated by the DCNO/DMSO Program Sponsor in coordination with the DCNO (MPT).
- e. PDA conducts early MPT analysis using the HARDMAN Methodology for all new system starts to develop MPTCDs and MPTRRDs.
- f. MPT Advisory Board reviews MPTCDs and MPTRRDs.
- g. PDA updates and refines MPTCDs and MPTRRDs as required to support tradeoff analysis, and recommends to the DCNO/DMSO either for or against the development of an NTP. If an NTP is not required, DCNO (MPT) must be advised of this evaluation.
- h. DCNO/DMSO Program Sponsor directs development of an NTP dependent upon extent of training requirement.
- i. PDA coordinates with NAVMEC to ensure manpower requirements are developed.
- j. PDA develops a draft NTP based on MPTCD and MPTRRD information. Supporting commands and offices assist PDA in developing appropriate information for inclusion in the NTP.
- k. PDA forwards draft NTP to DCNO/DMSO Program Sponsor for preliminary review.
- l. Subject to DCNO/DMSO Program Sponsor concurrence, PDA distributes draft NTP.
- m. Cognizant commands submit comments and recommendations on draft NTP and recommended NTPC agenda items via the chain of command to PDA with copies to DCNO/DMSO Program Sponsor and DCNO (MPT).
- n. DCNO/DMSO Program Sponsor chairs NTPC to validate the NTP, and forwards NTPC minutes and action items to conference attendees and appropriate commands.
- o. PDA prepares proposed NTP based on changes and decisions approved at NTPC, and submits proposed NTP to DCNO/DMSO Program Sponsor and Resource Sponsor. For programs involving USMC resources, the cognizant CMC Sponsor will concurrently validate the proposed NTP and will recommend approval/disapproval to the DCNO/DMSO program sponsor.

Enclosure (1)

18 SEP 1986

p. Applicable DCNO/DMSO resource sponsor forwards program and resource sponsor approved NTP to DCNO (MPT) for approval.

q. DCNO (MPT) approves and promulgates NTP.

r. Manpower, training material, and other training resource requirements identified in the NTP are programmed by applicable DCNO/DMSO and budgeted by appropriate major claimants. Appropriate commands and offices incorporate various NTP elements into applicable planning documents, i.e., manpower documents procurement plans, etc.

s. NTP is implemented by appropriate commands, and is reviewed annually for accuracy and updated by the DCNO/DMSO program sponsor.

Enclosure (1)

NAVY TRAINING PLAN RESPONSIBILITY ASSIGNMENT BY TYPE NTP

	<u>Aviation/E/S/S, Total Ship, Area</u>	<u>Reserve</u>	<u>Continuum</u>
Program Sponsor	DCNO/DMSO	OP-09R	OP-095
Resource Sponsor	DCNO/DMSO	DCNO/DMSO	DCNO/DMSO
Functional Mission Sponsor	DMSO	OP-09R	OP-95
MPT Mission Sponsor	OP-01	OP-01	OP-01
PDA	SYSCOM	SYSCOM	OP-01
TSA	SYSCOM	SYSCOM	CNET/SYSCOM
TA	CNET/FLTICINCS	CNRF/CNET	CNET/FLTICINCS

NAVY TRAINING PLAN RESPONSIBILITY ASSIGNMENT BY NTP EVENT

PHASE 1 - PLANNING

TRAINING SUPPORT ACTION

ORGANIZATION

	OP-01	DCNO	CMC	SYSCOM	PDA	TA	TSA	NMPC
	DMSO							
Approve OR/JMSMS & capability developmentX.	.X.						
Assign PDA responsibilityX.	.X.		.X.				
Develop MPTCD/MPTRRD								X
Assess MPTCD/MPTRRDX.					
Update and refine MPTCD/MPTRRD								X
Develop PSMD/PSQMD								X
Approve PSMD/PSQMDX.	.X.						
Direct development of NTPX.						
Assist in developing elements of NTPX.	.X.	.X.	.X.		X	.X.	X
Prepare Draft NTP for DCNO/DMSO review					X			
Review Draft NTP & approve distributionX.						
Distribute Draft NTP					X			
Comment on Draft NTPX.	.X.	.X.	.X.	X	X	.X.	X
Determine if NTPC is requiredX.						
Announce & host NTPC								X
Chair NTPC, forward minutes/action itemsX.						
Participate in NTPCX.	.X.	.X.	.X.	X	X	.X.	X
Prepare Proposed NTP					X			
Forward proposed NTP to OP-01X.	.X.						
Approve NTPX.							
Establish priority for approved PQS developX.							
Update planning/programming documents to include approved NTP informationX.	.X.	.X.	.X.	X	X	.X.	X
Program/budget resources requiredX.	.X.	.X.	.X.	X	X	.X.	X
Recommend update to NTPX.	.X.	.X.	.X.	X	X	.X.	X
Return to MPTCD/MPTRRD review and recycleX.							

Enclosure (2)

18 SEP 1986

NAVY TRAINING PLAN RESPONSIBILITY ASSIGNMENT BY NTP EVENT

PHASE 2 - DEVELOPMENT

TRAINING SUPPORT ACTION

ORGANIZATION

OP-01 DCNO CMC SYSCOM PDA TA TSA NMPC
DMSO

Identify/arrange availability of long lead items	X	.X.	.X.	X	.X
Coordinate with ILS manager.X.			X
Recommend revisions to NTP	X	.X.	X	.X.	X
Refine and update NTP		X			
Develop procurement specs for initial/follow- on training materials when appropriate		X.	X.	X	
Review & recommend approval of Contract Data				X.	X
Requirements List for curricula materials					
Provide TECHEVAL/OPEVAL training, if required.		X			
Revise/validate program/budget submission X	X	.X.	X	.X.	X

PHASE 3 - PRODUCTION
(PRE-FLEET INTRODUCTION)

TRAINING SUPPORT ACTION

ORGANIZATION

OP-01 DCNO CMC SYSCOM PDA TA TSA NMPC
DMSO

Review curricula material for technical accuracy		X			
Review & approve curricula material	X		.X.	.X	
Administer training provisions of contract					X
Assign personnel to training activities. (includes initial & follow-on requirements)					X
Provide initial training		X			
Monitor effectiveness of initial training	X	X	X	.X.	X
Prepare training facilities				X.	X
Deliver & install TTE to training activities				X	
Deliver & install TD to training activities.				X.	X
Commence follow-on training				(X)	X

(X) PDA provides technical training assistance as required

PHASE 4 - OPERATIONAL
(POST-FLEET INTRODUCTION)

TRAINING SUPPORT ACTION

ORGANIZATION

OP-01 DCNO CMC SYSCOM PDA TA TSA NMPC
DMSO

Conduct follow-on training					X
Program/budget/accomplish equipment mods	X	.X.	X	.X.	X
maintenance/overhaul at training activity					
Program/budget/procure replacement equip	X	.X.	X	.X.	X
Monitor effectiveness follow-on training	X	.X.	X	.X.	X
Provide corrective support required	X	.X.	X	.X.	X

Enclosure (2)